

The purpose of this data collection is to gather certified employee information on personnel **employed as of October 1** of the academic school year. This data is collected for federal and state reporting.

## Audience

This is a required collection for public schools, charter schools and accredited non-public schools.

## Instructions

Report the data for all certified employees of the corporation. The **required collection period** will begin on **October 1, 2007** and last until **October 31, 2007**, which is the final date for submission. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described below. Aged data (years of experience and first year teacher) from the previous school year can be downloaded under Administration, Retrieve Student Data, Certified Employee and then Certified Positions. Spreadsheets, along with instructions to add the downloaded data, are available on the STN Home Page. The **signoff period** will begin on **November 1, 2007** and last until **November 15, 2007**. Data transfer, input form, and reports are available during this period.

NCLB requires LEAs to ensure that **public** elementary school teachers are highly qualified to teach the basic elementary school curricula, and that junior high, middle and secondary school teachers are highly qualified to teach each core academic subject in which they are the primary instructor. The core academic subjects are defined as the following: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, history, geography, and fine arts. English as a New Language is excluded.

### Successful completion of the employee data will require:

- Employee Administration is available in the Application Center to assign privileges to users of the corporation by the site administrator to transfer data, view reports, and signoff on the collection of the Certified Employee and Certified Positions. Only new users will need this assignment. Assignment to users in the previous year remains current.
- Download the Certified Employee and the Certified Positions file from the previous year in the Application Center Administration > Retrieve Student Data. The total years of experience, first year teacher, and prior year employment have been aged where appropriate.
- Submit the Certified Employee file (DOE-CE). This file must be submitted before the DOE-CP.
- Submit the Certified Positions file (DOE-CP).
- View the data transfer results for errors on each submission. Continue to submit a file with corrections and additions until all errors are removed. When records are submitted and then need to be removed the records must be deleted on the Input Form found under Data Transfer. Submitting a file with those records removed in your file does not delete them from the state database.
- View the Certified Employee/Certified Position reports under Message Center > Reports
- Signoff on the collection.
  - Signoff indicates that the final reports have been reviewed and approved by the responsible business owners of the data for the corporation.

## Certified Employee

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	Corp Number	4	State Assigned Corp ID  <b>Required Field: YES</b>	Assigned by DOE
2 B	Social Security Number	9	9 digit SSN  <b>Required Field: YES</b>	
3 C	Employee Last Name	25	<b>Allowable Characters:</b>  A – Z, a – z, ' (apostrophe), / (slash), - (hyphen), and Space  <b>Required Field: YES</b>	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
4  D	Employee First Name	20	<b>Allowable Characters:</b> A – Z, a – z, ' (apostrophe), / (slash), - (hyphen), and Space  <b>Required Field:</b> YES	
5  E	Employee Middle Name / Middle Initial	15	<b>Allowable Characters Are:</b> A – Z, a – z, ' (apostrophe), / (slash), - (hyphen)  Blank or Space = Not Coded  <b>Required Field:</b> NO	
6  F	Employee Name Suffix	3	<b>Allowable Characters Are:</b> A – Z, a – z Blank or Space = Not Coded  <b>Required Field:</b> NO	Examples include Jr, Sr, II, III, etc.
7  G	Birth Date	8 or 10	<b>Allowable Date Formats:</b> MMDDYYYY and MM/DD/YYYY Where: MM = Month (01 – 12) DD = Day (01 – 31) YYYY = Year (1900 – 2099)  <b>Required Field:</b> YES	Dates will be checked to ensure they are valid calendar dates.
8          H	Ethnicity	1	<b>Allowable Codes:</b> 1 = American Indian 2 = Black (Not of Hispanic Origin) 3 = Asian or Pacific Islander 4 = Hispanic 5 = White (Not of Hispanic Origin) 6 = Multiracial  <b>Required Field:</b> YES	<p><b>American Indian:</b> A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.</p> <p><b>Black (Not of Hispanic Origin):</b> A person having origins in any of the black racial groups in Africa.</p> <p><b>Asian or Pacific Islander:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. Examples of areas included are China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><b>Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p><b>White (Not of Hispanic Origin):</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Multiracial:</b> A person having a biological parent who is of a different race than the other biological parent.</p>
9    I	Gender	1	<b>Allowable Codes:</b> (M, F, 1, 2)  M = Male F = Female OR 1 = Male 2 = Female  <b>Required Field:</b> YES	

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
<b>10</b>          <b>J</b>	<b>Degree</b>	1	<b>Allowable Codes:</b> 1 = High School Diploma or less 2 = Associate Degree or 2 year diploma 3 = Bachelor's Degree 4 = Master's Degree 5 = Other second-level degree (Specialist, etc.) 6 = Doctorate 7 = Other  <b>Required Field:</b> YES	
<b>11</b>          <b>K</b>	<b>Total Years Experience</b>	2	How many years of Professional Experience for the employee?  <b>Allowable Formats:</b> Full years only exclude current year  Valid Values: 00-70  <b>Required Field:</b> YES	Years of experience was advanced one year from last year's data on the downloaded data file. If an employee failed to complete at least 120 days of service to the corporation correct this column accordingly.
<b>12</b>          <b>L</b>	<b>First Year Teacher</b>	1	Is this the first year of professional experience?  <b>Allowable Codes:</b> 1 = Yes, this is the first year of experience Blank  <b>Required Field:</b> Yes for first year of experience	1 = professional experience, not the first year in this corp
<b>13</b>          <b>M</b>	<b>Contract Days</b>	3	Number of days employed in this school corporation during the period of July 1 to June 30.  <b>Required Field:</b> YES	Report employees as of October 1
<b>14</b>          <b>N</b>	<b>Contract Salary</b>	6	What is the base salary during July 1 to June 30?  <b>Allowable Formats:</b> Even dollars  <b>Required Field:</b> YES	
<b>15</b>          <b>O</b>	<b>Supplemental Salary</b>	5	What is the total supplemental salary for additional work, such as extended contracts, extracurricular, etc.?  Earnings are to be July 1 to June 30  <b>Allowable Formats:</b> Even dollars  <b>Required Field:</b> YES	Supplemental service teacher contracts (Summer School, Adult Education, and GED) are to be included.

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
P  16	Prior Year Employment	2	What was the employee's prior year employment?  <b>Allowable Codes:</b> 1 = Employed in the schools of this corporation. 2 = Employed in another Indiana public school corporation 3 = Employed in a public school outside of Indiana 4 = Employed in a college or university 5 = Employed in a private or parochial school 6 = Employed in a business or industry 7 = Employed in the military or governmental service 8 = Attended a college or university in Indiana 9 = Attended a college or university outside of the Indiana 10 = Homemaker 11 = Other 12 = Employed in the schools of this corporation in a non-certified position  <b>Required Field:</b> YES	
Q  17	Total Percent of Time Employed	3	What is the total percent of time the employee is employed in this corporation?  <b>Allowable Formats:</b> Less than or equal to 100 Whole number only  <b>Required Field:</b> YES	
R  18	Highly Qualified Teacher (HQT)	1	Has the employee been determined as a highly qualified teacher in a position during this school year?  <b>Allowable Codes Are:</b>  1= Yes 2 = Yes, earned HQ via HOUSSE 3 = No, not highly qualified 4 = Not Applicable, teaching non-core academic subject or English as a New Language 5 = Yes, earned by PRAXIS II  <b>Required Field:</b> YES	The HQ requirement applies to public school teachers and extends to all teachers employed by agencies under the authority of the State Educational Agency.  HQ is only required for those teaching in the core academic subjects. The core academic subjects are defined as the following: English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, history, geography, and fine arts.  2 = The employee earned 100 points on HOUSSE, to become highly qualified. See Reference section for more detailed information. Not valid for first year teachers.  4 = For Administrators or teachers teaching non-core academic subjects such as; physical education, vocational education, etc.  5 = The employee passed the PRAXIS II to become highly qualified.
S  19	Special Populations Employee	1	Which special populations' field does the employee teach?  <b>Allowable Codes Are: 0 -1</b>  0= Not a special population teacher 1 = Special Education  <b>Required Field:</b> YES	

### References:

Subject and Level Code List: <http://www.doe.state.in.us/htmls/codebook%202006-2007.pdf>

Highly Qualified Definitions: <http://www.doe.state.in.us/hqt/docs/InHQTdefinitionsMay18FINAL.pdf>

Highly Qualified Teachers: <http://www.doe.state.in.us/hqt/>

### Example Data File Format

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

#### Comma Delimited Format

8800,333224444,Burns,Larry,Y,Jr,04011950,2,M,3,3, ,183,39646,1089,12,100,2,0

8800,999078888,Abbott,Katie,Z,,02121962,5,F,6,0,1,201,44571,,13,100,1,1

#### Positional Format

10	20	30	40	50	60	70	80	90	100
8800333224444	Burns		Larry		Y	Jr	040119502M303	183	39646 10891210
8800999078888	Abbott		Katie		Z		021219625F601	201 44571	1310

#### XML Format

```
<XIF_CEData>
  <Corporation Id="">
    <Employee SSN="">
      <Name Last="" First="" Middle="" Suffix="" />
      <Demographics BirthDate="" Ethnicity="" Gender="" />
      <Experience Degree="" TotalYearsExp="" FirstYearTecher="" />
      <Employment ContractDays="" ContractSalary="" SupplementalSalary=""
        PriorYearEmployment="" PercentEmployed="" />
      <Credentials HighlyQualified="" SpecialPopulations="" />
    </Employee>
  </Corporation>
</XIF_CEData>
```

### Change History

Version Number	Change History
09.26.07	Field 19 allowable codes 2, 3, 4 removed. These codes will be accepted but not used.
08.23.07	Field 19 allowable codes changed to 0-4
08.13.07	Changed collection dates Notes changed to exclude English as a New Language from highly qualified subjects Field 18, highly qualified, code 2 does not pertain to first year teachers Field 18 added two new codes for HQ teachers Field 18 added English as a New Language under code 4 Field 19 Added additional special populations fields
	Start of 2007-2008 collection
10.06.06	Positional format not correctly aligned.
09.15.06	Added instructions for availability of spreadsheets and aged data from the previous school year.
09.07.06	Field 18, added code 4 for Not Applicable, clarified code 3 and included additional notes on this field.
08.25.06	Collected in the application center. Highly Qualified and Special Education fields added.

The following section contains a history of changes made to the Certified Employee from the prior version. It relates the current fields to their previous location.

Field Order	Fieldname Description	Previous Field Order Location	Notes
4	Employee First Name	4	Removed Middle initial

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Field Order	Fieldname Description	Previous Field Order Location	Notes
5	Employee Middle Name/Initial		New field
6	Employee Name Suffix		New field
9	Gender	7	Codes changed from 1, 2 to M,F
16	Prior Year Employment	14	Increase length of field, changed 0,X,Y to 10,11,12
18	Highly Qualified Teacher		New field